> **Note:**
> **These grants fall under the final year of the current 5-year plan. Changes in the LSTA legislation, and in the LSTA 5-Year Plan that OLIS Library Programs will submit to the IMLS this July, will be reflected in the Federal FY 2003 grant programs.**

Federal Fiscal Year 2002 LORI GRANTS

General Information

Purpose of Grant Program

- The purpose of this grant program is to fund projects that contribute to resource sharing among LORI libraries.
- Priority will be given to cooperative projects involving more than one library, to projects that address sharing resources and holdings information online, and to new and innovative projects that can be used as a model for other libraries.
- Please note that there is no separate allocation for data conversion. LORI libraries can apply for data conversion grant funding under the LORI grant program. See guidelines for data conversion.

Available Funds:	Up to $ 57,000
Amount of Awards	Any amount up to$57,000
Eligible Applicants:	LORI Member libraries currently meeting Standards for Rhode Island Library Network Member Libraries
Project Period:	July 1, 2002 – June 30, 2003
Deadline for submission	May 17, 2002
Award Announcements:	On or before May 31, 2002.

Library Services and Technology Act Priorities Addressed

Projects must address one or more of the following current LSTA priorities:

- establishing or enhancing electronic linkages among or between libraries
- linking libraries electronically with education, social or information services
- assisting libraries in accessing information through electronic networks
- encouraging libraries in different areas, and encouraging different types of libraries to establish consortia and share resources
- paying costs for libraries to acquire or share computer systems and telecommunications technologies

Submission of LORI grant application

Each application should include

1. Part 1: Application Cover Page
2. Part 2: Proposal
3. Part 3: Budget

Online Submission:

Applications may be submitted online at http://www.lori.state.ri.us/grants/lori/default.htm up to May 17; Part 1 Cover Page must also be printed and signed and faxed to 222-4915 or sent to OLIS by May 17.

Paper Submission:

Applications submitted in paper must be received at OLIS by May 17**.**

FAX: 222-4195, LORI Grants, attn: Sheila Carlson
Delivery: DSL, LORI Grants, attn: Sheila Carlson
Mail: LORI Grants, attn: S. Carlson, OLIS, One Capitol Hill, Providence, RI 02908

Selection Criteria

A LORI Working Group will be chosen from LORI staff members not affiliated with LORI libraries applying for LORI grants in the current year. The working group will have two weeks to review the applications. The Working Group will score the applications according to the criteria listed below, review and discuss applications and total scores, and make recommendations to OLIS Library Programs for funding.

The maximum score for each proposal is 100 points with each criteria assigned a maximum number of points as follows:

Criteria	Points
Project Goals and Description	20
Plan of Operation	30
Budget and Cost-Effectiveness	20
Monitoring and Evaluation	15
Appropriateness: Degree to which project speaks to the purpose and priorities of the grant program	15
Total	100

Funding will be announced on or before May 31, 2002.

Grant Administration

Requesting Funds

- Once a grant award has been made, requests for payment of grant funds may be submitted no more than once each thirty days for expenses already incurred and/or anticipated within the next 30 days.
- Requests for payment should be accompanied by a brief description of how most recent payment funds were spent.
- The final ten percent of project funds may not be requested until the final report for the project has been submitted.
- Project(s) must be completed with all funds expended by June 30, 2003.

Reporting

1. A mid-year progress report will be due on February 1, 2003.

2. A final written report is due no later than August 1, 2003. The final report should describe to what extent the objectives were achieved, and include
   - outcomes in terms of effect the project had on the library network and or patrons,,
   - the overall evaluation of the project, and
   - the final report on project expenditures.

   Note: Use Outcome-Based Evaluation (OBE) if you have received the OBE training and the OBE format is appropriate to your grant program.

3. Grant recipients will be asked to share information about their project for reporting to Institute of Museums and Library Services (IMLS). See LSTA Stories[1].

4. Grant recipients may be asked to share information about their project with the LORI library community, for example, with a brief article for the LORI website or a presentation at a library-related meeting.

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1. LSTA Stories: As part of our evaluation of the Library Services and Technology Act, both for us and the Federal government, we are gathering anecdotal information about the ways that LSTA grant projects have benefited individuals and community groups. For examples and guidelines see LSTA in Rhode Island (http://www.ala.org/washoff/RI.html) or contact Beth Perry, bethpy@gw.doa.state.ri.us, 401 222-5775.

Part 1. Cover Page

Project Title:

LSTA Priorities addressed: (check all that apply)

☐   establishing or enhancing electronic linkages among or between libraries

☐   linking libraries electronically with education, social or information services

☐   assisting libraries in accessing information through electronic networks

☐   encouraging libraries in different areas, and encouraging different types of libraries to establish consortia and share resources

☐   paying costs for libraries to acquire or share computer systems and telecommunications technologies

Brief Description:

Amount Requested:

$

Library/Libraries Participating in Grant:

Grant Administrator

Enter Name, Title:

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Signature

Library Director (for Library administering grant)

Enter Name, Title:

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Signature

Who should be contacted with any questions regarding this application?

Name _____ Phone _____

email _____

Part 2 -- Proposal

If you are submitting this grant in paper format and require more room, use separate sheets for Part 2 and include the components below.
(Part 2 Application Cover Page, and Part 3 Budget, should be submitted on forms provided.)

Project Title:

Project Narrative: Goals and Description

What need(s) will be met by the project, and how was the need was determined? What is the goal (s) of the project and how will achievement of that goal affect the LORI network and its users? How does the project address the purpose of the LORI Grant Program and the specific LSTA priorities listed?

Plan of Operation

Identify objectives or "outputs" that will be met during the course of the project. What activities will be undertaken to achieve these objectives? What is the target date for achieving the objective?   How will the objective be measured?   How do the objectives relate to the overall goal of the project? If this is a data conversion project, see additional Guidelines for Data Conversion

Monitoring and Evaluation

How will the progress of the project be monitored during the year? How will success of the project be determined? What outcomes are expected in terms of the impact on the LORI libraries and/or library users.

Part 3 Budget and Cost-Effectiveness

Project Title: _____

Describe plans for managing the project budget and a completed copy of the budget sheet provided.

Provide an explanation of why the LSTA grant funds are needed. Libraries are encouraged to use LSTA funds to leverage funding from other sources. LSTA funds should not be used to supplant other funding available.

Provide a brief explanation of what, if any, continued funding in subsequent years is needed. Funding for subsequent years may be awarded, contingent upon future LSTA appropriations.

Individual libraries, or a group of libraries, may apply for the full amount or a portion of the total LORI grant funds of $57,000. Libraries applying for the full amount may indicate alternatives to the budget for a lesser amount in the event that only partial funding is available. When submitting a budget for partial funding alternatives, the library should indicate in detail what segments of the proposal would be changed or dropped if the full amount is not awarded.

Description:

Budget

July1, 2002 – June 30, 2003

Item	LSTA Funding	Other Funding
A. Salary and Wages		
B. Fringe Benefits		
C. Travel		
D. Equipment		
E. Contractual Services		
F. Library Materials		
G. Technical Services		
H. Printing Costs		
I. Other (specify)		
Total Budget		

Requirements for Data Conversion proposals

Project Narrative:

The project narrative of Data Conversion must follow the same format as all LORI grants in identifying the overall goal of the project as it relates to the LSTA priorities. Include reasons why the collection is of value to the library's users and to the LORI community; how holdings information will be available to other LORI member libraries through online utilities or databases, or other means that provide remote access; how use of the collection will be measured after the conversion, and the expected outcome of the project in terms of how it enhances the resources available throughout the library network.

Proposal must specify:

- the number of records to be converted,
- the methods to be used in converting the information, and
- the approximate cost for each record to be added to the database.

The specific guidelines below are provided to ensure that grant funds are used to maintain and enhance the bibliographic quality of records in the LORI network as well as add the breadth and depth of materials available:

Conversion methods allowed (not in priority order):

- Conversion of already existing machine-readable files to MARC format
- Addition of holdings information to an already existing database which provides for online bibliographic records in the MARC format
- Creation of machine-readable bibliographic records in MARC format using existing records from a bibliographic utility
- Creation of machine-readable bibliographic records in MARC format using original cataloging with a bibliographic utility or MARC-editing program

Standards Required

Proposal must adhere to the following standards, and must provide for:

The creation of machine-readable bibliographic records that:

- use the MARC format to determine both the record structure and tagging conventions to be followed when encoding data in machine-readable form; or
- provide for the addition of holdings information or brief records to an already existing database which has the capacity for online storage of MARC records or conversion to MARC format
- have, as a minimum, the following level of detail

11

- record control number
- LC card number, ISBN, ISSN, or Government document number
- local call number
- main entry
- edition statement
- publisher
- date of publication
- type code (media designator)

Use of the Anglo-American Cataloging Rules, AACR II

Use o subject headings that conform to a nationally recognized standard, i.e., LC, Sears, NLM, etc.

A plan to establish and maintain authority control for names, subjects, uniform titles and other form of entry

Scope

Data conversion proposals submitted under this grant program should include no more than 50,000 titles for any one library to be manually keyed into an online system. Experience with past data conversion projects has shown that the conversion of more than 50,000 titles by a library in one year is very difficult due to time, staffing and equipment constraints.

Staffing Costs:

Costs for cataloging and data entry personnel are allowable. However, supervision of cataloging and data entry personnel must be provided by the library. Supervisory personnel will not be funded under this grant program.

Definitions.

Machine-readable
     a format that can be recognized, accepted, and used directly by a computer.
Conversion
     that sequence of steps necessary to either acquire, create, or modify machine-readable records.
MARC format
     communications format developed by the Library of Congress for producing and distributing machine-readable bibliographic records.
Authority control
     a system which provides for the consistent application and maintenance of the authoritative forms of names, subjects, uniform titles, etc., used as headings in a file of bibliographic records. It provides for a file of authority records containing the authoritative form with appropriate references and for a mechanism whereby all records can be updated automatically to maintain consistency with the authority file.

AACR II
> The ANGLO-AMERICAN CATALOGING RULES, 2nd ed.; the official American cataloging code, covering both description and access points (headings) for different types of materials.

Bibliographic utility
> an organization that maintains and/or distributes online bibliographic databases, making them available to libraries for cataloging, retrospective conversion, interlibrary loan, union catalogs, etc